

STATE OF MARYLAND

JAMES E. McCLELLAN, CHAIRMAN  
ROBERT C. SNYDER, MEMBER  
CHARLES R. CLINE, MEMBER



HAROLD C. DELAUTER, INSPECTOR  
LINDA B. THALL,  
SENIOR ASSISTANT COUNTY ATTORNEY  
KATHY L. VAHLE,  
ADMINISTRATOR

FREDERICK COUNTY LIQUOR BOARD  
WINCHESTER HALL  
12 EAST CHURCH STREET  
FREDERICK, MARYLAND 21701  
PHONE 301-600-1156  
FAX 301-600-3500

**SPECIAL ONE-DAY LICENSE INFORMATION**

Special Licenses are issued to Non-Profit Organizations and Clubs for specific occasions or events, not to exceed a consecutive seven-day duration. All Special Licenses are Class C, On Sale, **ONLY**, for consumption on the premises only. However, there is a provision that sales of special event or anniversary bottles or decanters may be sold to go, in a sealed container that has been labeled with the event or anniversary date. The use of this provision must be declared by the applicant and approved at the time of the application. The license will allow the organization to provide alcoholic beverages during the event, and then sell the specially marked bottles to go. No other bottles of any type may be sold to go, whether they are sealed or unsealed. Also, if an approved and properly marked bottle is sold to go, it may not be opened and consumed on the premises or opened and partially consumed with the remainder to be taken home. Bottles of any type, including those for consumption on the premises, may not be combined or reused under any circumstances.

A license is required when alcoholic beverages are sold. This includes, but is not limited to, the payment of a ticket to attend an event that includes alcoholic beverages. Examples of this would include an open bar that is included in the price of a ticket, or payment of tickets to redeem for a drink, or even if beer and wine are "free" and a cash bar for mixed drinks. A license is also required when there is a cash bar. The cash bar must be for the benefit of the non-profit organization. The organization can hire bartenders, but the organization must provide the alcoholic beverages to be sold during the event. Regardless if the bartenders are hired, the licensee is responsible for what happens at the event. For instance, if a minor is sold alcoholic beverages, the person on the license will be the one who is to answer to the charges from this Board, not the server whether or not the server is hired or is a volunteer of the organization. The server may also face criminal charges, but that would not come before this Board.

If an organization has an event where the participant pays a ticket fee, and the event is BYOB, a license from this Board is not required. If the event is a wedding reception or an open house, or some type of event where the host is providing all the alcoholic beverages, and no fee of any type is charged to attend, a license is not required. If there is an event where everything is free, but a donation of any amount is required, then a license would be required.

Please continue →

If the details of your event are not exactly as presented in this information, please contact this office with the information so that we may be able to advise you if a license is required.

Any organization that has not made application for, or received approval for a Special One-Day license previously, must meet with the Board of License Commissioners before the first application can be made.

The application must be filled out by one of the Officers of the Organization who has been a Frederick County resident for at least two full years prior to the signing of the application and who is a registered voter. It must be signed in front of a Notary Public.

The Property Owner must also sign in the presence of a Notary Public and have the signature both witnessed and notarized. Make sure the witness signs the application on the space provided.

Upon the approval and completion of the application, the office will then issue the license. The license fee shall be collected at that time. The license **must** be displayed in full view of the public during the event, but it must be returned after the event, so please be sure to advise those cleaning up that it must not be destroyed or thrown away.

LICENSE FEES:

- Beer - \$10 each day
- Beer and Light Wine - \$10 each day  
(Light Wine is up to 22% alcoholic content)
- Beer, Wine & Liquor - \$30 each day

The alcoholic beverages may be purchased from a Wholesaler two days prior to the effective date and leftovers can be returned two days after the expiration date of the license provided the license is shown to the Wholesaler at the time of the delivery. However, all Liquor (alcoholic beverages with an alcoholic content greater than 22 % by volume) must be purchased from a retail dealer.

HOURS OF OPERATION shall be from 6 am to 2 am everyday except Sunday when the hours of operation are from 11 am to 2 am.

WITHIN THIRTY DAYS after the event date, the person appearing on the license must submit a copy of the Invoice; the bill for the alcoholic beverages, with a notation of the alcoholic beverages returned or whether it was all consumed. This **INVOICE** may be brought to the Frederick County Liquor Board or it can be mailed to the above address along with the expired license. Failure to comply with this may result in not being able to obtain future Special Licenses.

THE LEGAL AGE OF CONSUMPTION is 21 years of age. **Minors obtaining alcoholic beverages shall not be tolerated under any circumstances.**

SALES OR DISTRIBUTION of alcoholic beverages **shall not** be made to anyone who visibly appears to be intoxicated.